

DOE Quality Council
Conference Call Minutes
January 22, 2009

1. Roll Call:

| Name | Org. | On Call |
|---------------------------|-------------|----------------|
| Members | | |
| Colette Broussard | HS-20 | √ |
| Gary Staffo | EE | √ |
| Kriss Grisham | EM | √ |
| Rick DuBose | FE | |
| Timothy Fox | HS-1.2 | √ |
| Duli Agarwal | HS-20 | √ |
| Vijendra Kothari | LM | |
| Joy Mroz | LM | |
| Laurie Morman | MA | |
| Sam Johnson | NA | √ |
| Tom Williams | NA | √ |
| Thanhtan Van Ober | NA | √ |
| Carl Sykes | NE | √ |
| Michael Ulshafer | RW | |
| Matt Cole | SC | √ |
| Caroline Polanish | BSO | √ |
| Ava Holland | CBFO | |
| Robert L Blyth | ID | √ |
| Anita B. Leivo | LASO | |
| Pat Carier | ORP | |
| Al Hawkins | RL | √ |
| William Rowland | SRO | |
| Interested Parties | | |
| Jeff Shoulta | KCSO | √ |
| Bud Danielson | CTA | |
| Don Nichols | NA | |
| Craig Hansen | NA | |
| Anton Tran | NA | √ |
| Ed Schmidt | NA | |
| San Horton | DNFSB Rep. | |
| Andy Lawrence | HS-20 | |
| Larry Stirling | HS-20 | √ |

| | | |
|--------------------|-------|---|
| Andy Wallo | HS-20 | |
| Subir Sen | HS-23 | |
| Mary Haughey | HS-23 | |
| Lisa Treichel | HS-23 | |
| Sonya Barnette | HS-23 | √ |
| Steve Chalk | RL | √ |
| Bruce White | IM | |
| Debra Sparkman | CTA | |
| Rosalie Brown | SC | |
| Sam Vega | ORP | |
| Chuck Lewis | HS-31 | |
| George Detsis | HS-31 | |
| Althea Vanzego | IM | |
| Lindsey Veas | FE | √ |
| Nate Harvey | FE | |
| Julie Gallego | FE | |
| Jeff Christiaansen | FE | |
| Mike Taylor | FE | |
| Steve Geiger | FE | |
| Fred Hartsock | FE | |
| Robert Reuther | FE | |
| Terry Montgomery | NA | √ |
| Paul Gibson | NA | √ |
| Terry Dunn | NA | √ |
| Donna Riddle | LM | √ |
| Clarence Mabry | SR | √ |

2. Safety Share:

Using caution on wet and slippery floors: If floor cleaning is done during the day, as is the case in the Germantown building, and wet conditions exist outside, use care while on tiled floors in the hallways. Since the floors are waxed in the Forrestal building in the evening, there are less occurrences of slipping on newly waxed floors; however, wet conditions outside create wet footprints inside. There are many slips and falls that are not reported due to no significant injuries. Placement of wet floor signs as a reminder/warning could prevent slips and falls from happening. All falls in the Germantown and Forrestal buildings should be reported to Cherylynn Williams (MA) immediately, even if there is no injury. Remedial actions cannot be taken if there is no report of the incidents.

3. Review and Approval of December 18, 2008 Minutes:

Bob Blyth provided editorial changes to the December 18, 2008 minutes. The minutes were then approved with these revisions.

4. Task Planning Documents (TPD) Status:

1. DOE QA Order Requirement Training TPD – The team met on January 21, 2009 to discuss the TPD. Colette Broussard distributed the draft TPD to all Council members. Volunteers are still needed to support this TPD effort. The plan is to pilot the training at the next face-to-face meeting.

ACTION: Council members are asked to review the milestones in the draft TPD and submit any comments to Colette Broussard.

ACTION: Colette Broussard requested Council members to share their existing QA trainings including that which is used by their respective sites. Input was requested by February 22, 2009.

ACTION: If you would like to volunteer for this effort, contact Colette Broussard.

DOE QA Order Requirement Training TPD Members:

- Colette Broussard – Lead
- Gary Staffo
- Mary Haughey

2. Application of NQA-1 Part II TPD–Sam Johnson is forming a team to review NQA-1 and determine how NNSA will adapt all 4 parts. This project has been initiated with EFCOG. Once the project plan is approved, Sam Johnson will share the milestones with the Council.

Application of NQA-1 Part II TPD Members:

- Sam Johnson – Lead
- Thanh Tan Van Ober – Co-lead
- Anita Leivo
- Tom Williams
- Bob Blyth
- Kriss Grisham
- Matt Cole
- Mary Haughey
- Duli Agarwal

3. Quality Assurance Incorporation with Integrated Safety Management TPD- The intent of this TPD is to develop a template for a QAP that integrates ISM. Sonya Barnette is

drafting the TDP and will share it with Colette Broussard so that she can share it with the Phase 2 Safety Directive Review Teams for ISM and QA.

ACTION: Sonya Barnette/Matt Cole will forward the TPD with Colette Broussard for distribution to the Phase 2 Safety Directive Review Teams for ISM and QA.

Quality Assurance Incorporation with Integrated Safety Management TPD Members:

- Matt Cole – Lead
- Mary Haughey
- Sonya Barnette
- Anton Tran
- Kriss Grisham
- Rick DuBose

4. **NEW TPD - Survey on Quality Assurance Implementation** – This TPD will be drafted by Mary Haughey.

ACTION: Anyone who would like to participate in this effort should contact Colette Broussard.

Survey on Quality Assurance Implementation TPD Members:

- Mary Haughey – Lead
- Bob Blyth
- Tom Williams
- Steve Chalk
- Al Hawkins
- Caroline Polanish
- Pat Carier
- Carl Sykes
- Matt Cole

5. Status of DOE O 414.1X Revision:

The 414 Team met on January 13, 2009 to finalize the comment resolutions. The final draft of the Order is done and all comments received to date have been resolved. The integration language has not been included.

ACTION: Colette Broussard shared this version with Council members on January 29, 2009. Comments and suggestions for where integration language belongs are due by February 28, 2009.

6. QA Pulse

HS-23 developed a new QA publication, QA Pulse, which is based on QA trending of ORPS data. The first draft issue is ready for a limited distribution. HS-20 and HS-30 have reviewed this draft and have provided comments. These comments will be incorporated into the next issue.

This draft issue had potential sensitive information contained in it; therefore, each Council member will be mailed a copy for their review. In addition to the draft issue, HS-23 will provide a summary of the comments received to date in order for the reviewer to see how the presentation of information will change in the next issue.

7. Participation at ISM Champions Meeting:

The next ISM Champions meeting will be held August 24-27, 2009 in Knoxville, TN. The Council members discussed whether they should request that a QA track be added to the agenda. If the revised DOE O 414.1C is released prior to this meeting, then a presentation at this meeting would be appropriate. Pat Worthington and David Compton coordinate this meeting. Tom Williams, Matt Cole, Colette Broussard and Gary Staffo are planning on attending the meeting.

ACTION: Gary Staffo participates in the monthly meetings for ISM and will request that a QA track or a presentation of the activities of the Quality Council be added to the agenda.

8. Face-to-Face Meeting:

The next face-to-face meeting will be sometime during the Fall of 2009. The plan is to roll out and pilot the new QA training that is currently being developed. The Council members discussed having this meeting in the November timeframe since the new directives are expected to be issued in the September/October timeframe.

ACTION: All Council members should send their preference for location and November date to Colette Broussard by February 13.

The Council members also discussed having a meeting before the ISM meeting in the DC area for all local members and those members with travel money. This meeting would allow the presenters for the ISM conference to discuss their presentations. The group discussed their availability on either June 11, 2009 or June 18, 2009.

ACTION: All Council members should send their date preference to Colette Broussard for this June meeting by April 3.

The Council members also discussed the possibility of having their meeting at the same time as the annual EFCOG meeting. The Council members discussed adding the Chair of the QA subgroup to the Council meeting invitations to identify topics/activities that could be accomplished jointly between the Council and EFCOG.

9. Member Bios:

ACTION: Those who have not submitted their bio need to send it to Colette Broussard/Debbie Reece. The individuals who have not submitted their bio include: Joy Mroz, Laurie Morman, Michael Ulshafer, Ava Holland, and Bill Rowland.

9. Member Input or Agenda Items:

The agenda for the next meeting will include presentations by Kriss Grisham on the new EM QAP and Sam Johnson on the NNSA's initiatives with EFCOG.

ACTION: Kriss Grisham and Sam Johnson should send their presentations to Colette Broussard by February 6, 2009 in order for them to be included in the next meeting invitation.

An additional item for the next agenda includes a status report by Gary Staffo on the monthly ISM conference call.

Next Conference Call

The next Council conference call will be February 19, 2009 from 11:00 am – 12:30 pm. A conference call number will be provided.